

LYTTON POLICE DEPARTMENT



Procedure and Operations Manual

Lytton Police Academy

CADET SONNY BONDS
JUNE 1976

Lytton Police Department



Procedure and Operations Manual

TABLE OF CONTENTS

RADIO CODES	3
VEHICLE CODE	4
PENAL CODE	4
STANDARD OPERATING PROCEDURES	5
Definitions	5
Military time	6
Traffic officer	7
Supervisor's responsibility	8
Booking prisoner	8
Booking evidence	8
Physical arrest procedure	8
Investigative procedure	9
Coroner	9
Taking of evidence	9
Evidence analysis	9
Criminal psychologist	10
Admonition of rights	10
Criteria for admonition of rights	10
Levels of force	11
Required equipment	11
SPECIAL OPERATING PROCEDURES	12
Computer	12
The breathalyser	12
Felony situations	12
Obtaining entry into private property	12
Forceful entry into dwellings	13
Courtroom procedure	13
MAP	14
GUIDE FOR NEW CADETS	16
FIRST DAY BRIEFING (Walk Thru)	17
OPERATING YOUR DEPARTMENTAL VEHICLE	18
NOTES	19

RADIO CODES

10-1	Poor radio reception
10-2	Radio reception good
10-4	Received message
10-6	On the air -- not available for call
10-7	Off the air -- out of service
10-8	In service
10-9	Repeat message
10-10	End of shift -- off duty
10-15	Prisoner in-custody
10-19	Return to office
10-20	Location
10-21	Telephone
10-23	Standby
10-27	Subject check
10-29	Check for wants
10-35	Backup requested
11-41	Ambulance
11-44	Fatality
11-48	Furnish transportation
11-79	Injury traffic collision with ambulance responding
11-80	Traffic collision with major injury
11-81	Traffic collision with minor injury
11-82	Traffic collision, property damage only
11-83	Traffic collision, no details
11-84	Traffic control
11-85	Tow truck
11-99	Emergency, officer needs assistance, respond code 3

VEHICLE CODE

10851	Stolen vehicle
12951	Driver's license not in possession
14601	Driving with a suspended license
20002	Hit and run
21450	Failure to stop for a stop sign
21453	Failure to stop for a red light
21654	Driving too slow in the fast lane
21703	Following too close
22349	Exceeding the maximum speed limit
23103	Reckless driving
23152	Driving under the influence of intoxicants
28002	Evading arrest
05150	Not in full control of faculties

PENAL CODE

148	Resisting arrest
187	Murder
664,187	Attempted murder
207	Kidnapping
211	Armed robbery
242	Assault and battery
245(d)(1)	Assault and battery on a police officer
459	Burglary
11350	Possession of a controlled substance
11351	Possession of cocaine
12025	Possession of a concealed weapon

STANDARD OPERATING PROCEDURES

I DEFINITIONS

Arrest

1. The taking into custody or detaining in custody of a suspect by authority of law.

Assault

1. A violent physical or verbal attack.

Circumstantial evidence

1. Evidence which does not conclusively prove that an event occurred, but which supports a reasonable inference that the event occurred by proving that surrounding events occurred or related circumstances did exist.

Crime

1. An act or the commission of an act that is forbidden by a public law.
2. The omission of a duty that is commanded by a public law and that makes the offender liable to punishment by that law.

Coroner

1. A public officer whose principal duty it is to inquire by an inquest into the cause of any death which there is reason to believe was not due to natural causes.

Detective

1. One employed or engaged in detecting lawbreakers or in getting information that is not readily or publicly accessible.

Evidence

1. Something that furnishes proof. Something legally submitted to a tribunal to ascertain the truth of a matter.
2. One who bears witness.

Fact

1. A piece of information presented as having objective reality.

Felony

1. A crime for which the punishment in federal law may be death or imprisonment for more than one year.

Infraction

1. The act or instance of violating, infringement.

Misdemeanor

1. An offense of gravity less serious than a felony.

Investigate

1. To make a systematic examination.
2. To conduct an official inquiry.

Modus Operandi (MO)

1. Method of procedure or operation.
2. Repeating a particular pattern.

Motive

1. Something that causes a person to act.

Suspect

1. One suspected of a crime.

Witness

1. Attestation of a fact or event.
2. One that gives evidence.

II

MILITARY TIME

The proper way to designate the time of day on all official documents and radio communications is to use military time. Military time uses the 24-hour clock.

1:00 a.m. is "0100 hours"

2:00 a.m. is "0200 hours" and so on through 12 noon

12 noon is "1200 hours"

After 12 noon, the hours continue to add on to the clock until 12 midnight, when the 24-hour cycle is complete.

1:00 p.m. is "1300 hours"

2:00 p.m. is "1400 hours" and so on through 12 midnight

12 midnight is "2400 hours"

III TRAFFIC OFFICER

1. Maintain high visibility while on routine traffic patrol. Clearly visible patrol cars are proven to reduce the instances of traffic collisions in their area of operation.
2. Pay special attention and take immediate action on the following accident-causing violations:
 - a. Excessive speed.
 - b. Driving under the influence.
 - c. Reckless driving.
 - d. Failure to stop for a red light.
 - e. Failure to stop for a stop sign.
 - f. Driving too slow in the fast lane.
3. For officer's safety, make right hand approaches on car stops.
4. Be professional. Remember that you are representing the department. Violators should be treated firmly but with courtesy.
5. Make sure that you have sufficient evidence for successful prosecution.
6. Search and handcuff all prisoners.
7. Collision scenes:
 - a. Maintain traffic control.
 - b. Preserve and protect scene with proper use of flare patterns.
 - c. Summon support units necessary to resume the normal flow of traffic.
8. Patrol the freeway at 55mph and pay attention to the flow of traffic.
9. Extreme caution must be used while operating "code 3" (red light and siren). Negligence can result in liability against the officer.
10. Use the radio sparingly.
11. Notice to appear (ticket writing). To successfully obtain and deliver a notice to appear you will need to:
 - a. Have the violator's driver's license.
 - b. Enter violation code into car computer.
 - c. Give the ticket to the violator, obtain a signature, and return the driver's license.

12. Refusal to sign a citation:

- a. Advise the violator that his or her signature is not an admission of guilt, only a promise to appear.
- b. If the violator still refuses to sign, transport the violator to jail.
- c. The violator will be required to post bond before being released.
- d. **EXCEPTION:** Pregnant women and the elderly. Advise the violator as above. If the violator still refuses to sign the citation, call a supervisor to the scene.

IV SUPERVISOR'S RESPONSIBILITY

1. Investigate personnel complaints.
2. When making decisions, consider one that reflects most favorably on the department.
3. Deal with those officers working under you in a professional manner.
4. Set a good example.
5. Give briefings and assign beats to junior officers.

V BOOKING PRISONER

1. Never enter the booking facility with a weapon.
2. Remove all personal items from the prisoner's pockets and place them into the booking drawer.
3. Submit proper violation codes to booking officer.

VI BOOKING EVIDENCE

1. A case number is required for booking or viewing evidence.

VII PHYSICAL ARREST PROCEDURE

1. Handcuffing
 - a. All male suspects shall be cuffed with hands behind the back.
 - b. All female suspects shall be cuffed. Cuffing with hands in front or rear is left to the discretion of the officer. However, due to the increase of assaults, the department recommends hands to the rear.

VIII INVESTIGATIVE PROCEDURE

1. Scene investigation.

a. Scene assessment:

- (1). Use extreme caution during initial approach.
- (2). Watch out for possible life-threatening situations.
- (3). Remain alert and prepared to take appropriate action.
- (4). Make good use of your notebook.

b. Interviewing of witnesses:

- (1). Identify yourself.
- (2). Listen attentively.
- (3). Follow up all possible leads.

IX CORONER

1. The findings of the coroner are valuable to your investigation.
2. All personal property and effects belonging to any deceased victim will be the responsibility of the coroner, providing it is not needed for evidence.

X TAKING OF EVIDENCE

1. Use caution in order not to contaminate or destroy vital evidence.
2. Use those tools available to you.
3. Be observant and use caution when walking around a crime scene.
INADVERTENT DESTRUCTION OF EVIDENCE IS STILL DESTRUCTION OF EVIDENCE!

XI EVIDENCE ANALYSIS

1. Submit evidence to the Evidence Officer for processing.
2. All reports, files, or other relevant materials received from outside agencies that are pertinent to an ongoing investigation will be routed to the investigating officer assigned to the case.

XII CRIMINAL PSYCHOLOGIST

1. The department's criminal psychologist will assist officers in the apprehension of suspects by providing psychological profiles of those suspects.
2. An officer seeking a psychological profile of a suspect must provide the criminal psychologist with sufficient information on which to base the profile. This information can include:
 - a. Criminal records.
 - b. Civil service or military records.
 - c. Family background and history.
 - d. Details of modus operandi.
 - e. The testimony of witnesses to the suspect's behavior patterns.
 - f. School records.
 - g. Photographs or photo-reference material.
 - h. Medical records, especially those relating to blood chemistry, family history, and mental or emotional problems.
 - i. Employment history and personnel files from employers.

XIII LEVELS OF FORCE

1. Level One -- passive (verbal) resistance
 - a. Usually occurs during the questioning of suspects and while on traffic stops.
 - b. Firm, professional conduct will, in most cases, prevent the situation from escalating.
2. Level Two — threats indicating imminent physical attack (no weapons used)
 - a. Call for backup if possible.
 - b. Use department-approved hand-to-hand combat.
 - c. Use PR-24.
3. Level Three — deadly force
 - a. The discharge of any firearm at any person will be done only in life-threatening situations.
 - b. Use in your own self-defense, when assaulted with a deadly weapon.
 - c. Use when in fear of your life, or the life of another.

XIV REQUIRED EQUIPMENT FOR THE POLICE OFFICER

1. Suitable civilian attire (detectives only).
2. Departmental uniform maintained to reflect a clean, professional appearance.
3. Boot clip holster, belt clip holster, strap on shoulder holster or front-break high-rise holster.
4. Departmental issue "Peerless" double lock handcuffs.
5. Department-approved hand gun.
6. Investigative kit equipped with various tools used at crime scenes.
7. PR-24 (night stick).

SPECIAL OPERATING PROCEDURES

I COMPUTER

1. The computer is an invaluable investigative aid.
2. An access card is required to access police computers.
3. The computer directories are:
 - a. Homicide.
 - b. Personnel.
 - c. D.M.V.
 - d. Tools.

II THE BREATHALYSER

1. The breathalyser is used to measure blood alcohol content.

III FELONY SITUATIONS.

1. Approach the situation with weapon loaded and drawn.
2. Your partner should be with you or in close proximity.
3. Call for additional support if the situation warrants it.
4. Avoid placing yourself in a vulnerable position.
5. Identify yourself as a police officer.
6. Verbally command the suspect.
7. Keep suspect's hands over head.
8. Handcuff and search the prisoner.

IV OBTAINING ENTRY INTO PRIVATE PROPERTY

1. Private property includes any private dwelling, building, or any privately-owned vehicle.
2. *Pursuit.*

If an officer is in hot pursuit and suspect enters private property to avoid apprehension, the officer may enter that property to effect the arrest. However, because of officer safety, it is not advisable to do so. Call for assistance and maintain surveillance.

3. *Other situations.*

- a. Requesting admission. An officer may present himself/herself at a legitimate entrance to the private property and ask for admittance. The officer must identify himself and his purpose.
- b. Admission refused. If admission is refused the officer can only gain entry by obtaining a search warrant.

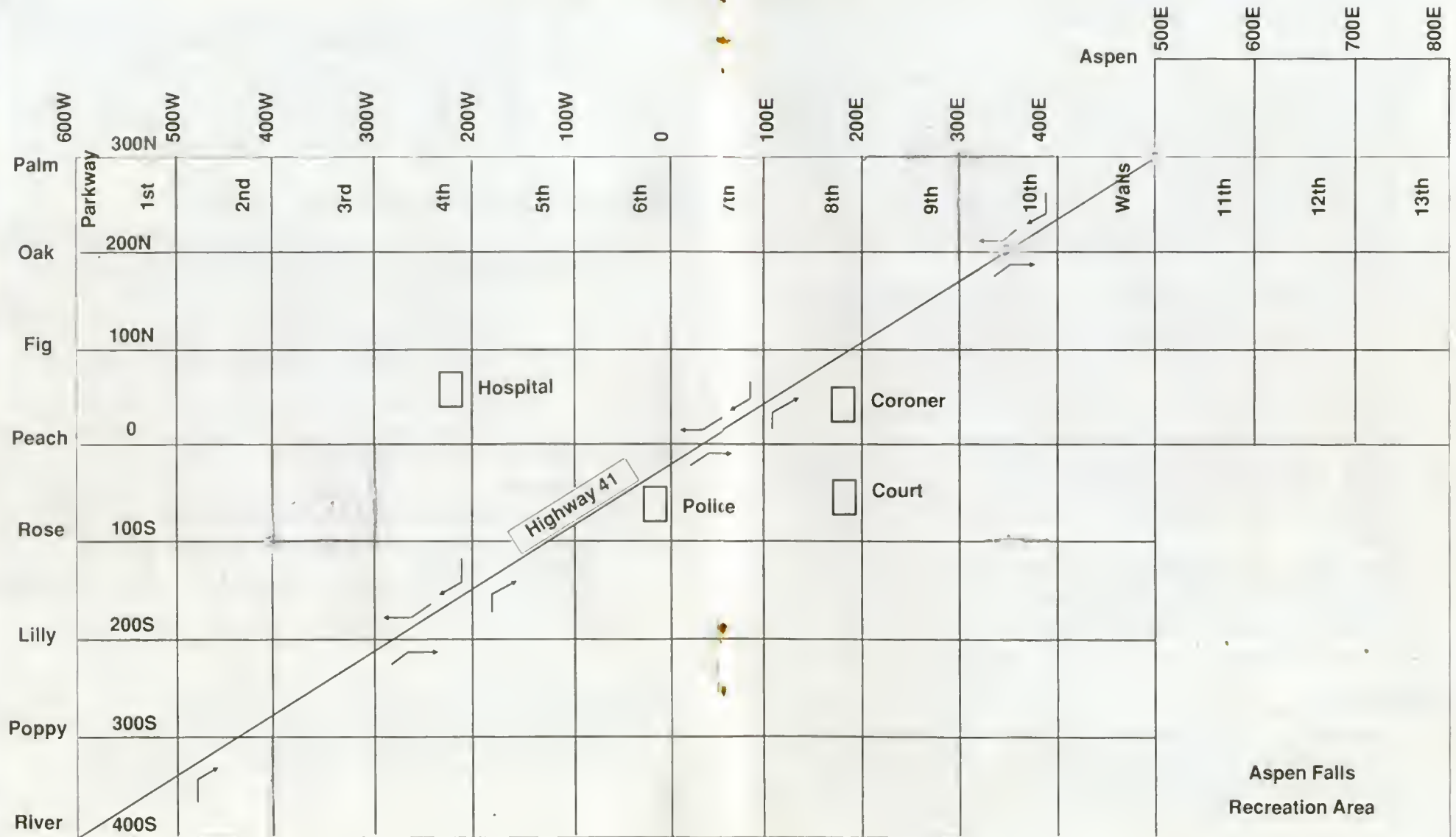
V FORCEFUL ENTRY INTO DWELLINGS

1. In the case of a locked or fortified building, specific departmental tools may be required to gain entry. Available tools include:
 - a. Hand-held power ram. Sufficient for most non-reinforced entrances.
 - b. Motorized converted military armored ram. Used to violate heavily-reinforced steel entrances.

VI COURTROOM PROCEDURE

1. Be prompt.
2. Be prepared and have proper paperwork available.
3. Testify in a professional manner and cite only those facts surrounding the case.

STREET GRID OF LYTTON



GUIDE FOR NEW CADETS

You're in a new uniform. You're excited. You're nervous. You're ready to take on the Sicilian crime world and the Latin American drug traffickers and come out unscathed.

You're a cop.

Before you start your first day on the job, there are some things you should know about the road you've chosen. Someone once said that being a cop is ninety-five percent boredom. Routine is the foundation of police work - routine that can include anything from sitting under a bridge with a radar gun in your hand for sixteen hours to making a midnight trip to the emergency room with half a kid in the back of your car. It may not seem glamorous to rookies like you, but men who have been in the force know that "a cop's gotta do what a cop's gotta do".

What's the other five percent of being a cop? Try plunging down the steepest roller-coaster you can imagine at about a hundred and fifty miles per hour. At night. Except, there's nobody at the controls down below. You've got the controls. There's a lot of screaming people on the ride behind you, and you're the one steering. Now, the brakes go....

I know what you're thinking. You're thinking that ninety-five and five sound like pretty good percentages. You're thinking that you could manage being lucky five percent of the time. Trouble is, that's an average. On certain days, for certain cops, things can get MUCH worse.

But, that's why you joined, isn't it? The force needs you. Lytton needs you. And you can steer real good.

So what are you waiting for? Go out and DO IT.

WARNING

The next page is for "rookies" only. Experienced officers might want to avoid the first day briefing and strike out on their mission without undue assistance from headquarters.

I FIRST DAY BRIEFING (Walk-Thru)

Watch the opening cartoon at least once to learn the story background. To skip the cartoon, press the ESC key.

When the game opens, you'll be in the hallway at the Lytton Police Station.

- 1) Look at your surroundings. Click the "EYE" icon on:
 - The floor
 - The window
 - The elevator
 - The elevator button
 - The door on the left side of the hall
 - The door on the right side of the hall
- 2) Go into the Sergeant's office. Click the "HAND" icon on the door to the Sergeant's office.
- 3) Look around the office. Click the "EYE" icon on
 - The desk against the wall
 - The things on the desk
- 4) Check your in/out basket. Click the "HAND" icon on the in/out basket on your desk. You should get a message about a memo you just picked up.
- 5) Look at the memo in inventory. Click on the inventory icon on the icon bar. Click the "EYE" icon on the memo once the inventory screen is up.
- 6) Leave the Sergeant's office and "WALK" to the end of the hall, away from the elevator. In the next section of hallway is an open door on the left. Click the "EYE" on the door to find out what room it is. "WALK" to the door and go inside the room.
- 7) In the briefing room, look at the other officers. Click the "EYE" icon on the officers.
- 8) Talk to Officer Morales. Click the "TALK" icon on Morales.
- 9) Take the clipboard from the podium. Click the "HAND" icon on the clipboard.
- 10) After the briefing, leave the room and go back to the Sergeant's office. Morales left the briefing room before you. She is in the room when you enter.

NOTES

2/5/87 PROMOTED TO NARCOTICS DETECTIVE

6/30/88 PROMOTED TO HOMICIDE DETECTIVE

1/30/91 PROMOTED TO SERGEANT DETECTIVE

9/5/87 JESSIE BAINS ARRESTED 5/15/88 BAINS CONVICTION
CAME THROUGH (YEAR!)

11/26/88 WEDDING ANNIVERSARY * * * * *



Darling:
Our house closed w/crow
this morning - can you
believe it! all we need
now is something (one!) to
put into the extra bedroom.
Well, we can work on
that tonight! Love,
Marie

→ PICK UP MORTGAGE LOAN APPLICATION TONIGHT AT BOFA

→ REVIEW BOARD RULED JUSTIFIABLE HOMICIDE 9/20/89.

JUDGE'S QUOTE, "THERE'S NO WAY OFFICER BONDS
COULD HAVE BROUGHT BAINS BACK ALIVE."

→ AA #2408 TO BUFFALO, 7:44 AM NIAKRA FALLS INN
RES.

INN MGR WILL DELIVER A DOZEN ROSES
TO SUITE FOR MARIE.

Lytton Police Department Performance Evaluation

Employee Name: Bonds, Sonny Date: June 12, 1988

For the period covering: June 1, 1987 - June 1, 1988

Employee Title: Narcotics Detective

List the significant events on which evaluation is based: During this year, Officer Bonds diligently and expertly tracked down a major source of drugs in the Lytton area. As a result, Bonds was directly responsible for the arrest and conviction of Jessie Bains, a.k.a. the "Death Angel", organizer and leader of Lytton's worst drug cartel. Bains was responsible for the murder of at least five known drug dealers that would not join his cartel, and was responsible for the insemination of at least 500 kilograms of cocaine into the Lytton area. His removal from the streets was a significant triumph for local law enforcement.

Assess employee performance: Officer Bonds has continued to improve himself since his graduation from the Lytton Police Academy. He continues to educate himself on police and courtroom procedure as well as maintaining the familiarity with local industry and the community that is so vital to the investigation of local crime. His field experience is also exemplary and he has maintained maximum physical and weapon skills. With his superior performance in the Bains case this year, Officer Bonds has proven that he's one of the brightest, most capable young men working for the police force. The Bains case demonstrated Bonds' proficiency in investigative work, his ability to handle himself in highly dangerous situations, and his professionalism in dealing with the press and with the courtroom appearances that resulted from the case. The decision to promote him to Homicide Detective last year has proven to be a wise one.

Assess the employee's potential growth within this organization: I am recommending Officer Bonds be promoted to a Homicide Detective Grade 2 immediately. If his performance continues, he should be a candidate for a promotion to Sergeant sometime within

Death Angel's Reign of Terror Ends

Targeted Lovers Thwart Drug Lord's Revenge

Lytton. Police report today that escaped drug lord Jessie Bains, a.k.a. "The Death Angel", was killed while waging a war of terrorism on the two young lovers responsible

for his incarceration. Bains escaped from the Lytton County jail nearly two weeks ago. He'd been transferred to the local facility from the high-security state prison to await retrial. Instead of fleeing after his escape, Bains went after two old enemies, L.P.D. Homicide Detective Sonny Bonds and Bonds' fiancée, Marie Wilkans.

The grudge was an old one. Bains was imprisoned in 1987 after his



Detective Sonny Bonds of the L.P.D. and Marie Wilkans outside the county jail upon their return from Steelton

MAJIK @ 10:00 AM
drug cartel was infiltrated by Wilkans, a police "plant". Detective Bonds was the man in charge of the '87 Bains investigation and was looking for a reliable informant to plant into the drug cartel when he came across Wilkans in the County Jail. Wilkans had been arrested for first-offense solicitation.

Bonds and Wilkans had been high-school sweethearts who had lost track of each other - Bonds' path leading him into law-enforcement and Wilkans' to hard time. Bonds immediately chose Wilkans for the job and the police offered to drop all charges in return for Wilkan's cooperation in the Bains surveillance. Bonds and Wilkans worked together to gather incriminating evidence against Bains. It was that evidence that insured Bains' incarceration following his capture in a raid on the Hotel Delphoria.

But, unfortunately for Wilkans and Bonds, the case didn't end there. Bains vowed revenge on the day he was sentenced, telling the press "Lytton isn't through with me yet, or me with Lytton. Those who put me here will pay." Upon learning of Bains's escape, Bonds rushed to

warn Wilkans, now employed as a waitress at Arnie's in downtown Lytton. He arrived to find that Bains had already been there and taken Wilkans hostage. Bains left a taunting message for Bonds, hoping to lure him into a trap and do away with both old foes.

The kidnapping led Bonds on an interstate chase. He tracked Bains to Steelton and discovered his hideout in the Steelton sewer control room. Bonds entered the room while Bains was out, found Wilkans, and freed her. According to Wilkans, Bains returned at that moment and a shoot-out between the two men ensued. Bains was fatally wounded and died instantly.

In the aftermath of the nightmare, Wilkans revealed something of her terror to reporters; "I was scared out of my mind - less for myself than for Sonny. I knew he would come for me and I knew Bains would be ready for him." A review board is currently conducting a routine investigation into the violent death of the man who had courted violence all his life - the man who called himself "The Death Angel".

NOTES

POLICE QUEST 3

Executive Producer

Ken Williams

Creative Director

Bili Davis

Director

Mark Crowe

Producer

Guruka Singh Khalsa

Game Designer

Jim Walls

Art Designer

Mark Crowe

Lead Programmer

Doug Oldfield

Composer

Jan Hammer

Animators

Mark Crowe

Jim Larsen

Cindy Walker

Jon Bock

Willis Wong

Suzi Livengood

Jeff Crowe

Daryie Smith

Frank Ferrelli

Terrence Falls

Richard Poweli

Phyllis Cucchiara

Background Artists

Mark Crowe

Jim Larsen

Jon Bock

Willis Wong

Suzi Livengood

Nathan Larsen

Programmers

Kim Bowdish

Mike Larsen

Chris Hoyt

Doug Oldfield

Music Director

Mark Seibert

Development System

Jeff Stephenson

Robert E. Heitman

Dan Foy

Larry Scott

J. Mark Hood

Eric Hart

Mark Wilden

Chad Bye

Chris Smith

Sound Effects and

Additional Music

Rob Atesalp

Additional Written Material

Jane Jensen

Quality Assurance

Dave Fleming

Documentation

Jane Jensen

Jim Walls

Documentation Design

Gloria Garland



SIERRA®

® designates a registered trademark of Sierra On-Line, Inc.
™ Sierra On-Line, Inc. All rights reserved. Printed in the U.S.A.
Sierra On-Line, Inc. Coarsegold, California 93612

002521001